

Information Technology

Spreadsheets

Exercise 3

Open up the spreadsheet called, calculations.xls and open the sheet computer

Save the file according to conventions

1. Open the computer sheet
2. Complete the formulas for total costs
3. Format the costs to dollars and 2 decimal places
4. Calculate the expenses as a percentage of total cost. The percentage is arrived at the cost of the expense divided by the total cost, * 100, (or change the format of the row to percentage).

Absolute and relative reference

We could fill down the formula once we have calculated, Ribbons as a percentage of total cost.

Fill down the formula? What happens?

What we need to do is to make the cell with the Total Costs, an absolute reference. To do this we insert a \$ sign before and after the cell reference as thus:

\$B\$10

Format the percentages to 2 decimal points.

Absolute cell referencing, another exercise:

Go to the brokers sheet in the calculations file

Fill in the sheet:

1. Unit value is quantity times unit price, (it is an absolute reference)
2. Brokers Fees is unit value times 14%
3. Pay out is unit value less brokers fees
4. Complete the total formulas

Computer Expenses

Expenses	Cost	% of Total Costs
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Ribbons	120	
Paper	250	
Disks	45	
Cabinet	120	

Total Costs

UNIT PRIC	24.5
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WARE HOLDI	UNITS QTY	UNITS VALUE	BROKERS FEES	PAY OUT
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NATIONAL	5800			
AMP	7200			
STOCKDA	3000			
BHP ENTE	4500			
GIO	11800			
ZURICH	9000			
EXON COI	2500			
UNI LIMITE	5800			
PRESTON	8000			

TOTAL

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Exercise 5

Open the file, cement.xls

You are to complete this spreadsheet file by entering the appropriate formulas and also the appropriate formatting.

You will need to use absolute cell referencing to calculate total labour, etc.

Your sheet is as follows:

LJ & SONS CEMENT PTY LTD

LABOUR COST	18	
CEMENT COST	48	JOB'S FOR MAY
SAND COST	36	
DELIVERY COST	37	

JOB MEMBERS	LABOUR HOURS	CEMENT	SAND	DELIVERY	TOTAL LABOUR	TOTAL CEMENT	TOTAL SAND	TOTAL DELIVERY	TOTAL COST
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7665	18	38	19		9				
	23	30	15		7				
	16	26	13		6				
	8	10	5		2				
	5	8	4		2				
	8	12	6		3				
	13	25	12.5		6				
	19	35	17.5		8				
	15	28	14		7				
	48	55	27.5		13				

TOTAL

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Spreadsheet Exercises

Open file, exercise 8, buildersprofit.xls

Complete the instructions as below:

1 Enter the data:

Goods retail for Jan, \$10,000

Labor retail, for Jan, \$4,400

Builders Profit For The
Year 2001

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
GOODS RETAIL	10,000	11600						
LABOUR RETAIL	4,400							
TOTAL RETAIL								

GOODS WHOLESALE
LABOU
R
TOTAL
WHOLESALE

PROFIT

EXPENSES
STATIONARY
BILLS QTR
TRAVEL
TOTAL

NET PROFIT

NET PROFIT FOR 2001

- 2 Freeze the top 3 rows so the month titles stay on the screen.
- 3 The Goods Retail row is calculated by increasing the previous months amount by 16%
- 4 The Labor Retail row is calculated at 44% of the Goods Retail amount
- 5 The total Retail is calculated by adding the Goods Retail and the Labor.
- 6 The Goods wholesale row is calculated at 60% of the Goods Retail.
- 7 The Labor Wholesale row is calculated at 38 of the Labor Retail

- 8 The profit is calculated by subtracting the Total Wholesale from the Total Retail.
- 9 Expenses:
 - Stationary = \$200 per month
 - Bills are set at \$300 each quarter, starting from February
 - Travel is set at \$100 per month
 - Wages are set at \$2500 for the first 5 months then they increase in June to \$3200 until December
- 10 Total expenses is calculated by adding the expenses
- 11 The Net Profit is calculated by by subtracting the Total Expenses from the Profit
- 12 The Net profit for 2001 is calculated by adding the Net Profits

BAR CHARTS

- 1 Create a bar chart that displays the Total Profits for each month
- 2 Copy the month titles down to row 32. Starting in cell B32
- 3 Copy the Net Profit results to row 33. (Paste the copy as a value), starting in cell B33.
- 4 Mark cells A30 to M31 and click on the chart icon
- 5 Add a legend = "Yes", Chart title, "Net Profit for 2001", X axis = "Months", Y axis, "Net Profits"